



Defense Travel Management Office



WELCOME TO T-230 Special Circumstances Travel (SCT)



T-230 CLASS OVERVIEW

Topic:

Special Circumstances Travel

Target Audience:

Travelers, Travel Clerks, NDEAs and DTAs

Time:

Approximately 45 minutes

Pre-Requisites:

**T-101 Document Processing -
Authorizations**

**T-102 Document Processing - Vouchers
OR**

Equivalent DTS Training or Experience



TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**

- ✓ **Exit class**
- ✓ **Close all other software applications**
- ✓ **Log back into class**
- ✓ **Check with local IT staff**

If problem persists call the DISA Help Desk:

1-800-445-9455



ATTENDANCE CREDIT



SELECT: GUEST

**ENTER: FULL NAME + SERVICE/AGENCY
INITIALS**

Acrobat® Connect™ Professional

F-205 Advanced CBA Reconciliation

☒ Enter as a Guest

Type your name:

Helen Smith/DTMO

Enter Room

☐ Enter with your login and password



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may

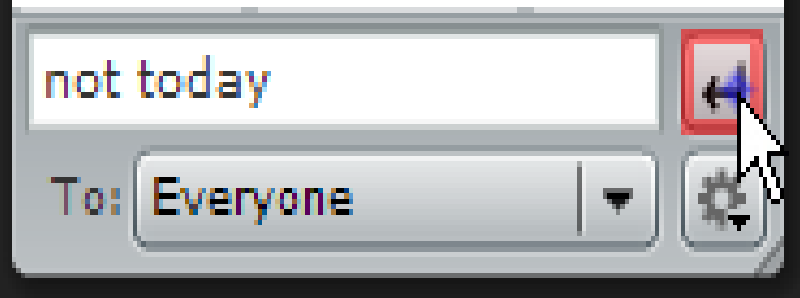


COMMUNICATING IN CLASS



Jacquie Beck - guest:

(3/11/2008 15:19) Hi Mike, Are you covering bandwidth best practices today?





Training Objectives

- Introduction to SCT
- SCT Itinerary Creation
- SCT Trip Type Descriptions
- SCT Trip Types by DTS Functionality
- SCT-Specific DTS Functionality



Definitions

Uniformed member	A person commissioned or enlisted in the U. S. Army, Navy, Air Force, Marine Corps, NOAA, or PHS
Civilian employee	A person whose salary is currently being paid by the DoD
Government employee	A non-DoD federal employee whose travel is being paid by DoD
Sponsor	A military member or civilian employee with at least one dependent
Dependent	Given the right conditions, a spouse, child, sibling, or parent of a military member or civilian employee. Could include a person with a similar relationship
Escort	A person who accompanies a member while on official travel
Attendant	An escort appointed by competent medical authority to assist a patient who is on official travel.



What is SCT?

- Uncommon travel types allowed by JFTR/JTR
- Standard TDY means:

Traveler Type:	Travel Type:
Military Member Civilian Employee Government Employee	Business Training Deployment

- Examples of SCT
 - Patient travel
 - Emergency travel
 - Dependent travel



Entitlements: Standard TDY vs SCT

- Standard TDY reimbursement or payments:
 - Transportation and lodging expenses
 - Mileage and non-mileage expenses
 - Meals and incidental expenses
- SCT trip types may allow:
 - Standard TDY entitlement rules
 - Restricted or no transportation entitlement
 - Modified or no per diem entitlement
 - Altered entitlement calculations



SCT Itinerary Creation


- Select: Special Circumstances Trip Type
- DTS Displays: Secondary Selection List
 - Specific SCT trip types
 - List varies based on traveler's profile
- Select: Trip Type from Secondary List
- DTS Displays: Eligibility Requirements
 - New informational screen opens
 - Unique for each trip type



SCT Trip Type Drop-Down Option

Logged In As: Terry T C
Traveler Name: Terry T C

Screen ID: 1151.1 [Close Window](#)
[Help for this screen](#)

 **Defense**
A New Era

Trip Overview

Booking Travel using the system will require you to provide information about your starting and ending locations (usually your home or duty station, car, rail) and lodging.

A I am leaving

*Starting Point:

*Departing On:

*Trip Type:

Trip Description:

B I will be traveling to my TDY location by - (Select from the list below)

AA-ROUTINE TDY/TAD
AB-OPEN ALLOTMENT
AG-WILL COMMUTE
AX-ARRANGEMENTS ONLY
B-PERM CHG STA
C-PERMISSIVE
D-HOUSE HUNTING
E-INVITATIONAL
E1-ITA FAMILY TRANS ONLY
E2-ITA FAMILY FULL REIMB
FA-AT NO COM QTR M AVA
FB-AT NO C NO QTR M AV
FC-AT WILL COMM DIF CTY
FD-AT WIL COMM SAME CTY
FE-AD RES NO COMM W/S
FF-AD RES W/OUT S
FG-AD RES W/N SAME CTY
FH-AD RES COMMUTE W/S
FI-IDT OUT COMMUTE AREA
FJ-IDT IN COMMUTE AREA
SPECIAL CIRCUMSTANCES


Starting Locations in Profile:
RESIDENCE
DUTY STATION

*Trip Purpose:



Secondary Selection Drop-Down

Logged In As: [Terry T Carson](#) Document Name: TCUNK190209 Screen ID: 1151.1 [Close Window](#)
Traveler Name: [Terry T Carson](#) Document Type: Authorization [Help for this screen](#)

 **Defense Travel System**
A New Era of Government Travel

Trip Overview

Booking Travel using the system will require you to provide information about your starting and ending locations (usually cities and states). You will be able to request bookings for transportation (e.g., air, car, rail) and lodging as well.

A I am leaving

*Starting Point:

*Departing On:

*Trip Type:

*Secondary Selection:

Trip Description:

ESCORT-ATTEND EMP RETURN
FAM MEM CIV ILL MIL SPON
CONGRESSIONAL TRAVEL
ESCORT-ATTEND FULL TDY
MEDIC FAM ATTND OVR100MI
FAM VISIT TRAVEL (FVT)
PRE EMPLOYMENT FULL TDY
PRE EMPLOY PERDIEM ONLY
PRE EMPLOY TRANS ONLY
LABOR ORG REPRESENTATIVE
NON-FEDERAL HONOR AWARD
WITNESS TRAVEL
EMERGENCY WHILE TDY
TRAVEL AT NO EXPENSE
MEDIC EXP FORSPEC NEEDS
FAM MEM ILL CIV SPONSOR
MEDIC FAM MEM CIV OCONUS

provide information about your starting and ending locations (usually cities and states). You will be able to request bookings for transportation (e.g., air, car, rail) and lodging as well.

indicates a field is required.

Starting Locations in Profile:
RESIDENCE
DUTY STATION

*Trip Purpose:



Information Pop-up

Defense Travel System-Welcome to DTS

Eligibility Requirements for ESCORT-ATTEND FULL TDY

Authority: JFTR, par. U7250 (escort/attendant of member traveling (travel of escorts and attendants of member's dependents); JFTR, par. C5880 (escort(s) for employee remains); JTR, par. C7100 (escort for uniformed service member's dependents); JTR, par. C7110 (attendant submit to periodic physical examinations); JTR, par. C7115 (attendant/escort for an employee patient)

Allowance: Certain members, employees, or dependents incapable of being a member, U.S. Government civilian employee, or any other person are authorized transportation allowances. A U.S. Government civilian employee is authorized to travel as an attendant/escort if designated by the commander. A person designated to travel as an attendant/escort is authorized to travel concurrently with the member. Concurrent attendant travel may be authorized when the need for travel exists only during a portion of the patient's travel.

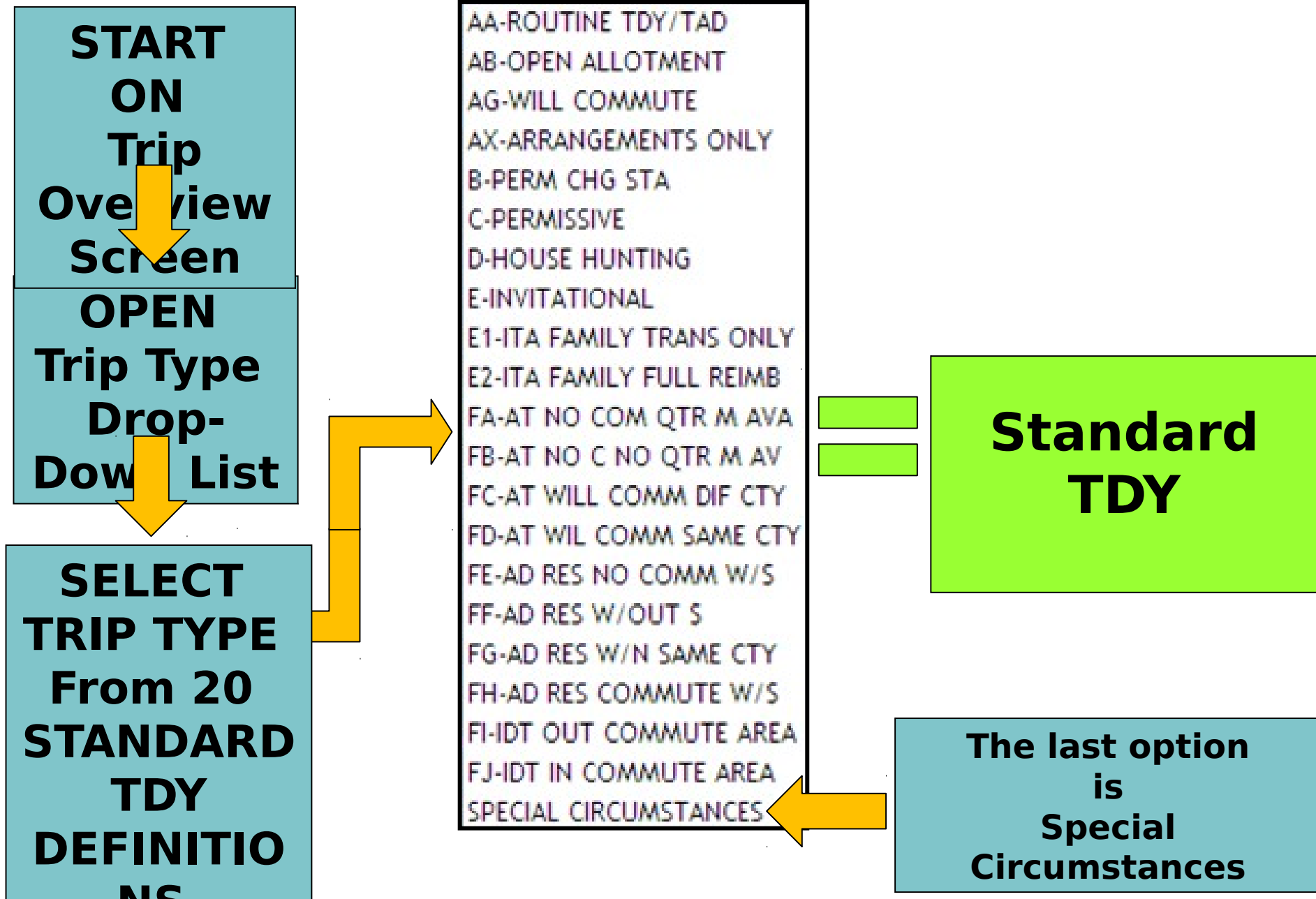
Approval Authority: An attendant may be appointed by the medical authority and an escort may be appointed by the commander/AO. For definitions of an escort and attendant, please refer to JFTR/JTR, Appendix A1.

OK Cancel

- Description
- Regulations
- Eligibility
- Entitlements
- Other Information

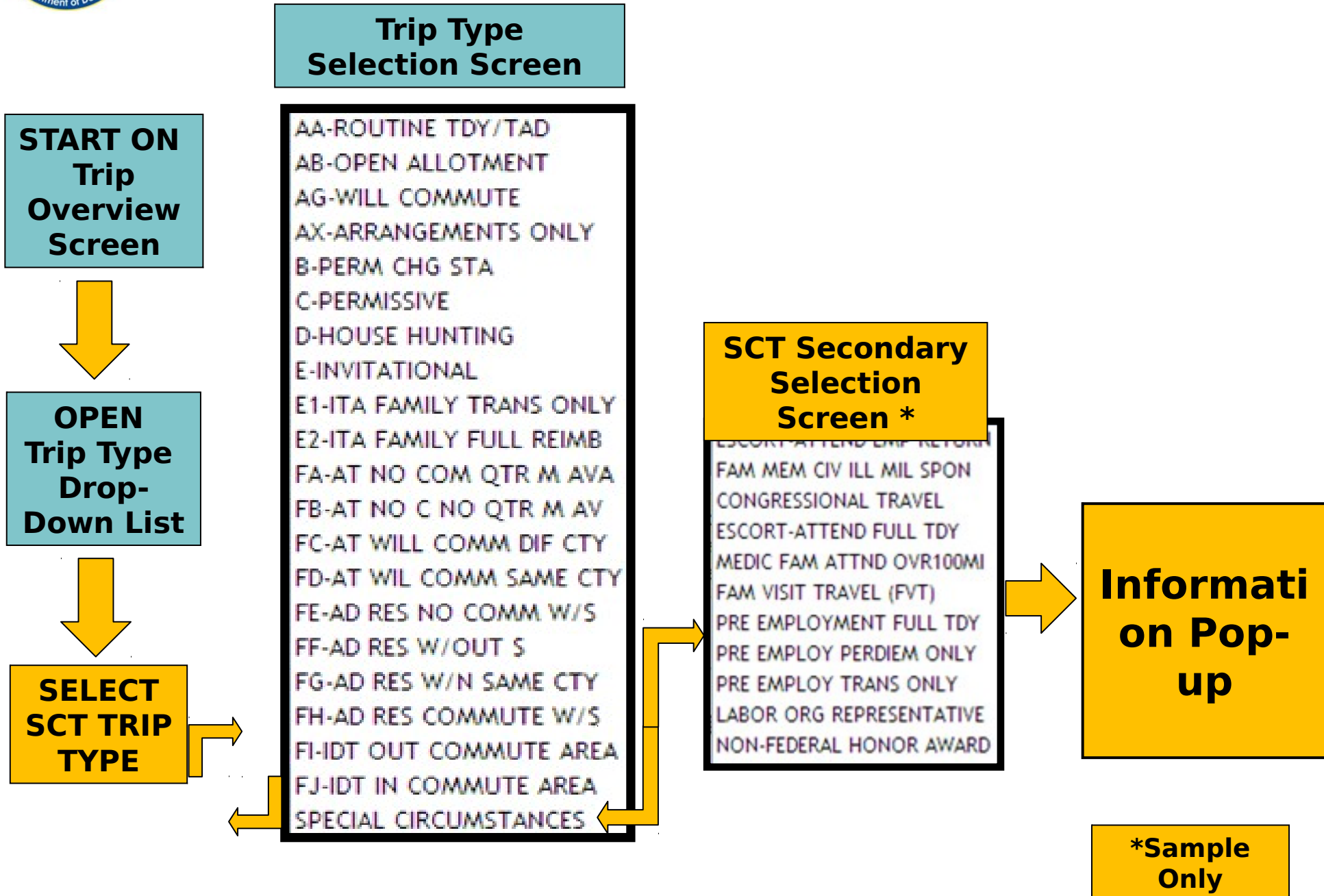


Creating a Standard TDY Trip



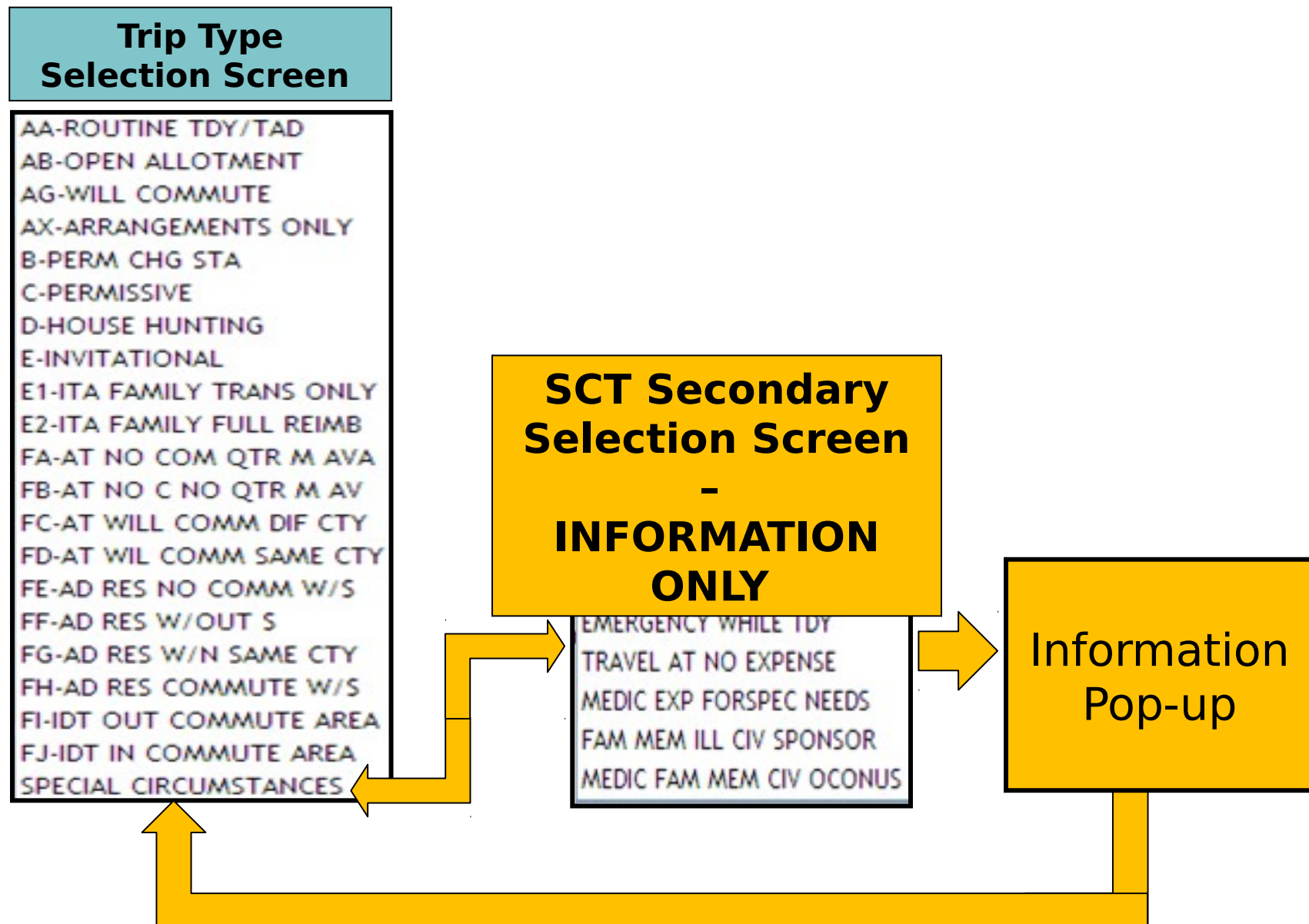


Creating SCT Trips





"Information Only" Trip Types





SCT Trip Type Selected

Logged In As: [Terry T Carson](#)

Document Name: TCUNK190209

Screen ID: 1151.1

[Close Window](#)Traveler Name: [Terry T Carson](#)

Document Type: Authorization

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A**I am leaving from** - (Select from list or enter below):

*Starting Point:

RES: WARRENTON

* VA

Search

Starting Locations in Profile:

RESIDENCE
DUTY STATION

*Departing On:

03/09/2009



(mm/dd/yyyy)

*Trip Type:

ESCORT-ATTEND FULL TDY

*Trip Purpose:

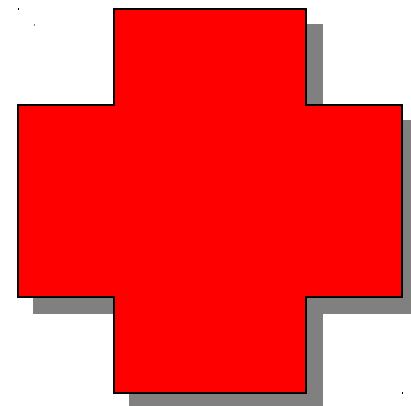
OTHER TRAVEL

Trip Description:



SCT Trip Types: Patient Travel

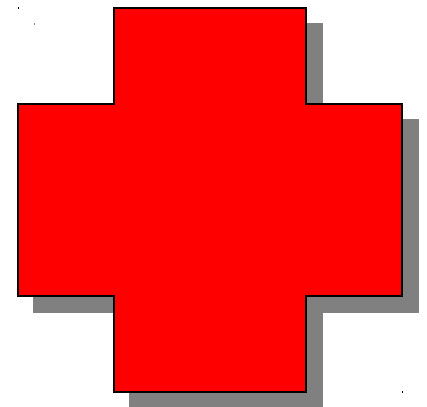
- MEDIC MIL MEMBER TDY
- MEDIC CIV EMP OCONUS
- MEDIC FAM MEM MIL CONUS
- MEDIC FAM MEM MIL OCONUS
- MEDIC FAM MEM CIV OCONUS
- MEDIC CONVALESCENT LEAVE
- MEDIC EXP FORSPEC NEEDS
- TDRL DISABLED PHYS EXAM





SCT Trip Types: Escort / Attendant Travel

- ESCORT-ATTEND FULLTDY
- ESCORT-ATTEND EMP RETURN
- FAM MEM ILL MIL SPONSOR
- FAM MEM ILL CIV SPONSOR
- FAM MEM CIV ILL MIL SPON
- MEDIC FAM ATTND OVR100MI





SCT Trip Types: Emergency Travel

- EMERGENCY LEAVE
- EMERGENCY WHILE TDY
- EMERGENCY VISIT TRVL (EVT)
- FAM VISIT TRAVEL (FVT)





SCT Trip Types: Military Travel

- UN PEACEKEEPING
- RECALL FROM LEAVE
- SHIP RELOCATED WHEN AWAY
- DISCIPLINARY ACTION
- AMATEUR SPORTS COMP





SCT Trip Types: Civilian Travel

- PRE EMPLOY PERDIEM ONLY
- PRE EMPLOY TRANS ONLY
- PRE EMPLOYMENT FULL TDY
- LABOR ORG REPRESENTATIVE
- TRAVEL AT NO EXPENSE





SCT Trip Types: Student Travel

- CADET- MIDSHPMEN
- STUDENT OF MIL US SCHOOL
- STUDENT OF CIV US SCHOOL
- STUDENT SPEC DoDEA EVAL
- STUDENT DoDEA ACADEM C C





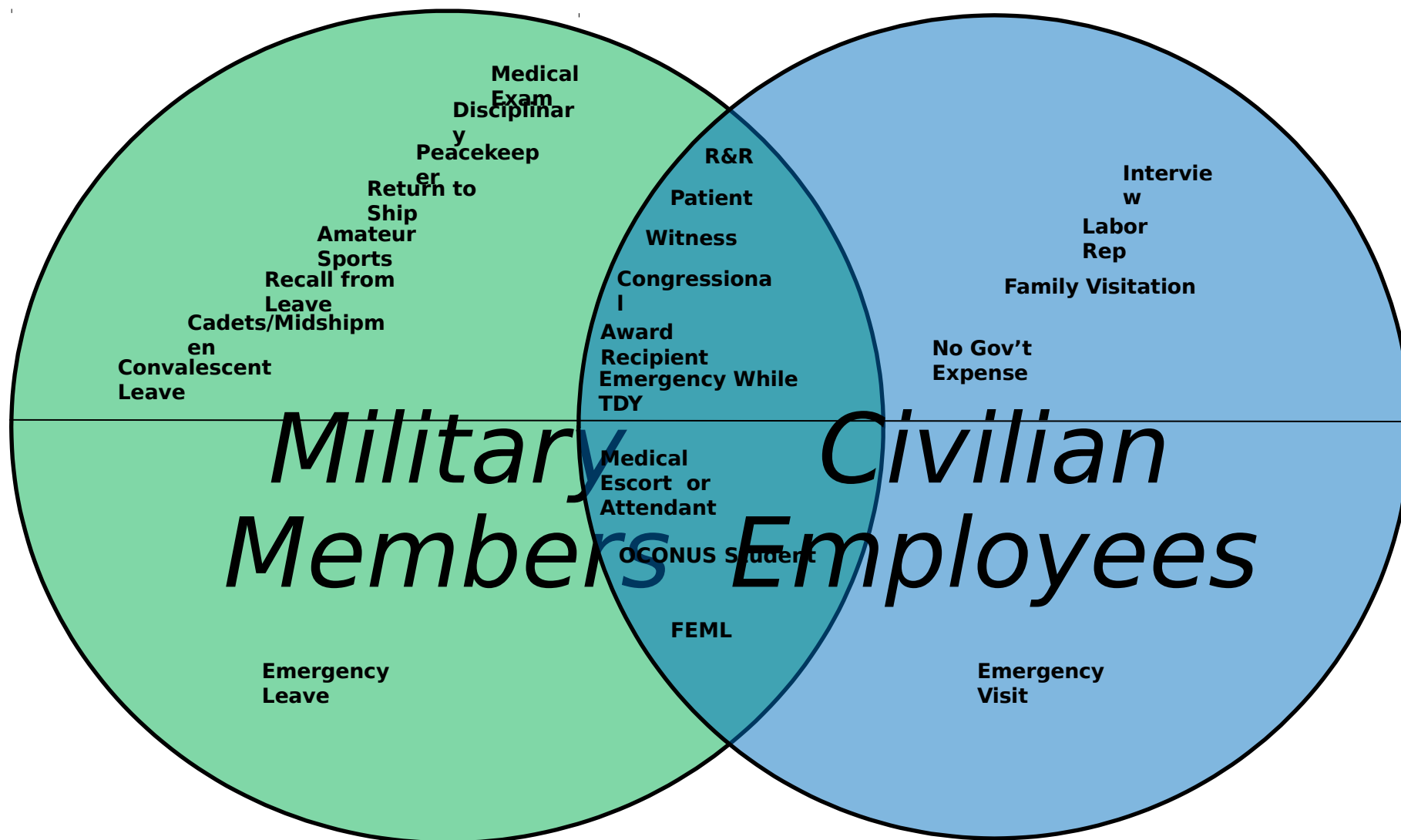
SCT Trip Types: Other Travel

- NON-FEDERAL HONOR AWARD
- WITNESS TRAVEL
- CONGRESSIONAL TRAVEL
- R R AND SPECIAL R R
- FEML-FUND ENVIRO MORALE





SCT Trip Types by Eligible Personnel



Trip types below the line include dependent travel



SCT Trip Types: Full Entitlements

Current DTS Functionality Used			
CADET-MIDSHIPMEN			FAM MEM CIV ILL MIL SPON
RECALL FROM LEAVE			MEDIC CIV EMP OCONUS
UN PEACEKEEPING TDY			PRE EMPLOYMENT FULL TDY
MEDIC MIL MEMBER TDY			LABOR ORG REPRESENTATIVE
TDRL DISABLED PHYS EXAM			STUDENT SPEC DODEA EVAL
SHIP RELOCATED WHEN AWAY	Military Travel	NON-AWAY	Civilian Travel
AMATEUR SPORTS COMP		ESCO	Other Travel
			L TDY

All offer full transportation and per diem entitlements



Per Diem Entitlements Detail Screen

Duty Conditions

Check all of the following that apply:

☐

Field Conditions

☐

Annual Training (Commercial Quarters)

☐

Active Duty Training (Quarters and Meals Available)

☐

Active Duty Training (Quarters Available/Meals Not Available)

☐

Active Duty Training (Commercial Quarters)

☐

Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)

☐

Inactive Duty Training Non-Local Commuting Area(Quarters Available/Meals Not Available)

☐

Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

☐

TDY to Academy

Meals



Information Only SCT Trip Types

Information Only		
FAM MEM ILL MIL SPONSOR		
FAM MEM ILL CIV SPONSOR		
MEDIC FAM MEM MIL CONUS		
MEDIC FAM MEM MIL OCONUS		
MEDIC FAM MEM CIV OCONUS		
MEDIC EXP FORSPEC NEEDS		
EMERGENCY	Medical Travel	TDY
WITNESS		
Other Travel		
TRAVEL AT NO EXPENSE		



SCT Trip Types: Special Entitlements

Trip Type	Per Diem	Transportation
EMERGENCY LEAVE	None	Restricted
R R AND SPECIAL R R	None	Restricted
DISCIPLINARY ACTION	None	Restricted
FAM VISIT TRAVEL (FVT)	None	Restricted
PRE-EMPLOY TRANS ONLY	None	Restricted
EMERGENCY VISIT TRVL EVT	None	Restricted
FEML-FUND ENVIRO MORALE	None	Restricted
STUDENT DODEA ACADEM C C	None	Restricted
MEDIC CONVALESCENT LEAVE	None	Restricted
ESCORT-ATTEND EMP RETURN	None	Restricted
STUDENT OF MIL US SCHOOL	None	Full
STUDENT OF CIV US SCHOOL	1 Day Only	Full
PRE-EMPLOY PERDIEM ONLY	Full	None
MEDIC FAM ATTEND OVR100MI	Full	Restricted
CONGRESSIONAL TRAVEL	Special	Special



Blocked Entitlements

Error Message

Per diem expenses are not allowed for trip type EMERGENCY LEAVE.

Air Travel

Selection of Travel Reservations is not allowed for PRE EMPLOY PERDIEM ONLY trip type.

Non-Mileage Expenses

Non-Mileage Expenses are not allowed for trip type PRE EMPLOY PERDIEM ONLY.

Mileage Expenses

Mileage Expenses are not allowed for trip type PRE EMPLOY PERDIEM ONLY.



No Per Diem Entitlements

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Document Name: ECGREENBAYWI052509_A01

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[Close Window](#)

Traveler Name: [Eric T Carson](#)

Document Type: Authorization

[Help for this screen](#)

 **Defense Travel System**
A New Era of Government Travel[RETURN TO LIST](#)[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

Lodging

[Modify Search](#)

Please Note: A **Red Star (*)** indicates a field is required.

* Check-in Date:
 

* Check-Out Date:
 

Select By:

* City / TDY Location:

* Distance:
 Miles

[Search](#)

Lodging

Select Lodging for Green Bay
from 05/25/2009 through 05/29/2009

[Skip This Hotel](#)

RESERVATIONS SUMMARY:

AIR: \$0.00

Reservation Skipped - DCA to GRB Depart: 05/25/09 [Add It Now](#) [Remove](#)

Reservation Skipped - GREEN BAY, WI to QUANTICO, VA Depart: 05/29/09 [Add It Now](#) [Remove](#)

RENTAL CAR: \$190.36

ALAMO GRB - Green Bay, WI (United States) Pickup: 05/25/09 [Cancel Car](#) [Change](#)

Drop-off: 05/29/09

[Govt Safety Compliant Lodging](#) [Other Published Rates](#)

Sort By: ☐ Distance ☒ Rate Range ☐ Hotel Name

Lodging Per Diem Rate Allowed is \$0.00 in GREEN BAY,WI

[Next 10](#)

\$45.99 - \$100.00

Rate Range

[Additional Hotel Information](#)

[Select Hotel](#)



Limited Expense Entitlements

Logged In As: [Eric T Carson](#)

Document Name: ECGREENBAYW1052509_A01


Screen ID: 1037.1

[Close Window](#)

Traveler Name: [Eric T Carson](#)

Document Type: Authorization

[Help for this screen](#)

 **Defense Travel System**
A New Era of Government Travel

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#)

[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 25-May-09 Return: 29-May-09

Non-Mileage Expense #1

* Select Expense Type:

- OR -

Airport Tax

Boarding Fees

Cancel Fee - Air Travel

Cancel Fee - Rental Car

Commercial Auto-Terminal

GOVCC ATM ADVANCE FEE

GOVCC ATM SERVICE FEE

Paper Ticket Fee

Public Transit

Taxi - Terminal

Tickets-Personally Procure

* Cost: \$

[view expense details / currency calculator](#)

* Date: 05/25/2009

(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

* Select Expense Type:

- OR -

* Cost: \$

[view expense details / currency calculator](#)

* Date: 05/25/2009

(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --



SCT Trip Types: Dependent Travel

Dependent Travel Allowed	
STUDENT OF CIV US SCHOOL	FAM MEM CIV ILL MIL SPON
STUDENT OF MIL US SCHOOL	FAM MEM ILL CIV SPONSOR
STUDENT SPEC DODEA EVAL	FAM MEM ILL MIL SPONSOR
STUDENT DODEA ACADEM C C	MEDIC CIV EMP OCONUS
EMERGENCY LEAVE	MEDIC FAM ATTEND OVR100MI
EMERGENCY VISIT TRVL EVT	ESCORT-ATTEND EMP RETURN
	FEML-FUND ENVIRO MORALE

Student Travel

Emergency Travel

Medical Travel

Other Travel



SCT- Dependent Travel

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Document Name: ECUNK050509

Screen ID: 1151.1

[Close Window](#)Traveler Name: [Eric T Carson](#)

Document Type: Authorization

[Help for this screen](#)**Defense Travel System**

A New Era of Government Travel

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from -

*Starting Point:

QU

*Departing On:

05/

(mm)

*Trip Type:

ESCORT-ATTEND EMP RETURN

*Trip Purpose:

OTHER TRAVEL

Trip Description:

Dependent Travel:



Windows Internet Explorer



All routing, accounting, and reimbursements are made to the sponsor. Dependents may travel unaccompanied but cannot perform round trip travel under renewal agreement authority unless the sponsor will perform (or has already performed) authorized Renewal Agreement Travel. Please select a family member.

OK

Cancel

B I will be traveling to my TDY location by - (Select from the list below)



SCT - Dependent Travel

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Document Name: ECUNK050509

Screen ID: 1023.1

[Close Window](#)Traveler Name: [Eric T Carson](#)

Document Type: Authorization

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel

Dependent Search

All routing, accounting, and reimbursement is made to the sponsor. Please select a dependent from the list below or use the second section to create a new entry. Note that only one entry may be created outside of the permanent profile.

Choose a Dependent:

Select	Dependent Name	Relationship	DOB	Passport ID	Exp. Date
<input type="radio"/>	Carson, Beverly	Child	11/21/99	Not Provided	Not Provided

Create Dependent:

Select	Dependent Name	Relationship	DOB	Passport ID	Exp. Date
<input type="button" value="Create"/>	Last: <input type="text" value="Carson"/> *				
	First: <input type="text" value="Betty"/> *	<input type="text" value="Spouse"/> ▼	<input type="text" value="04/04/1975"/> * <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Calendar"/>
	Middle: <input type="text"/>				
<input checked="" type="checkbox"/> Save to Permanent Profile					



SCT – Dependent Travel

Logged In As: [Eric T Carson](#)

Document Name: ECUNK050509

Screen ID: 1151.1

[Close Window](#)

Traveler Name: [Eric T Carson](#)

Document Type: Authorization

[Help for this screen](#)

**Defense Travel System**
A New Era of Government Travel

A I am leaving from - (Select from list or enter below): 

*Starting Point: * VA

*Departing On: 
(mm/dd/yyyy)

*Trip Type:

*Trip Purpose:

Trip Description:

Dependent Travel: ☒

Dependent Name: Birth Date:

Starting Locations in Profile:

RESIDENCE
DUTY STATION

B I will be traveling to my TDY location by - (Select from the list below)



SCT Trip Types: Alternate Locations

Designated / Alternate Location Allowed	
R R AND SPECIAL R R	FAM VISIT TRAVEL (FVT)
FEML-FUND ENVIRO MORALE	EMERGENCY VISIT TRVL EVT

Leave-Related Travel

Emergency Travel



Entering an Alternate Location

Commercial Air <input checked="" type="radio"/>	Rail <input type="radio"/>	Rental Car <input type="radio"/>	Other <input type="radio"/>	Time: 10:00 AM <input type="button" value="v"/>
---	-------------------------------	-------------------------------------	--------------------------------	--

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My Designated Location is:

*Location: SAN FRANCISCO (SAN FRANCISCO),CA

*Airport: SFO - San Francisco / Oakland, CA (USA)

*Arriving On: 05/25/2009
(mm/dd/yyyy)

*Departing On: 05/25/2009
(mm/dd/yyyy)

Location Tools:

Search by:

- Location
- State/Country - Location
- Zip Code
- County Lookup

My Alternate Location is (Optional):

Location: Denver CO

D I am returning to:

*Ending Point: ROTA * ESP

*Airport: ROP - Rota, Mariana Islands

*Arriving On: 05/25/2009
(mm/dd/yyyy)

*Trip Duration: ☐ 12 Hours or Less ☐ >12 - 24 Hours - With Lodging
☐ >12 - 24 Hours - No Lodging ☒ Multi-Day

Return Locations in Profile:

RESIDENCE
DUTY STATION




SCT-Specific DTS Functionality

- Other Auths Screen
 - Automatically generated when SCT trip type selected
 - Remarks pre-populated
 - Can be added to but not edited
 - Read-only after save
- SCT Conditional Routing
 - DTA Maintenance Tool > Add Routing Element



Other Auths Screen

**Defense Travel System**
A New Era of Government Travel

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#) [Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations

	Other Authorization	Remarks	Remove
1	RECALL FROM LEAVE AUTO	<p>This document outlines the basic guidelines for the Special Circumstance selection of Recall from Leave. Generally, the member must bear the cost of returning to the PDS unless the recall meets the situation under the eligibility requirements. The very strict eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO website www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The military member travels under normal travel and transportation rules and regulations when returning to the PDS or directly to a TDY away from the PDS. The AO must ensure that the eligibility requirements are adhered to before reimbursement is authorized and appropriate leave reporting is accomplished. Substantiating documentation should be electronically attached to this travel document and voucher as appropriate and in accordance with local business rules for the travelers organization.</p> <div></div>	



SCT - Conditional Routing List

Add Routing Element * Required

Routing List Name: **TRAINING**
Organization Name: **DTMO-TRAINING**

Document Type: * **Authorization** ▼

Document Status: * **REVIEWED1** ▼

Signature Name: *

Level: *

Process Name: **SPECIAL CIRCUMSTANCES** ▼

Trip Type(s): *

☐ STUDENT DODEA ACADEM C C
☐ CADET-MIDSHIPMEN
☐ FAM MEM CIV ILL MIL SPON
☐ MEDIC CONVALESCENT LEAVE
☐ MEDIC CIV EMP OCONUS
☐ EMERGENCY VISIT TRVL EVT
☐ FEML-FUND ENVIRO MORALE
☐ STUDENT SPEC DODEA EVAL
☐ PRE EMPLOY PERDIEM ONLY
☐ LABOR ORG REPRESENTATIVE
☐ STUDENT OF MIL US SCHOOL
☐ RECALL FROM LEAVE
☐ TDRL DISABLED PHYS EXAM
☐ EMERGENCY LEAVE
☐ UN PEACEKEEPING TDY

☐ AMATEUR SPORTS COMP
☐ ESCORT-ATTEND EMP RETURN
☐ CONGRESSIONAL TRAVEL
☐ STUDENT OF CIV US SCHOOL
☐ ESCORT-ATTEND FULL TDY
☐ MEDIC FAM ATTND OVR100MI
☐ FAM VISIT TRAVEL (FVT)
☐ PRE EMPLOYMENT FULL TDY
☐ PRE EMPLOY TRANS ONLY
☐ DISCIPLINARY ACTION
☐ R R AND SPECIAL R R
☐ SHIP RELOCATED WHEN AWAY
☐ MEDIC MIL MEMBER TDY
☐ NON-FEDERAL HONOR AWARD



Summary

- Introduction to SCT
- SCT Itinerary Creation
- SCT Trip Type Descriptions
- SCT Trip Types by DTS Functionality
- SCT Specific DTS Functionality



CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us evaluate:

- o Complete 3 polls in the lobby
- o Fill out ICE card when it opens

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website & TRAX



THANK YOU FOR ATTENDING DISTANCE LEARNING

For a three month schedule of
DTMO distance learning classes

Go to the
DTMO Website > Training Resources Center